CLASSIFICATION

Approved For Release 2003/08/04 : CIA-RDP74-00005-000200060012-4

| MEMORANDUM FOR THE RECORD  | 17 Mon 72          |
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| Corr. Hundle 1972          | FILE NUMBER        |
| RITAI                      |                    |
| I was pleased to hear      | that you           |
| could get Of forjisties to | order the          |
| the Supply Rooms           | It is too bad      |
|                            | 300 copies         |
| Because DDS+T              | wants 150          |
| Copies of the revised Ages | my book 25X        |
| and tell him to bu         | y 150 Copies       |
| of the U.S. con. HB for    | his outfit.        |
| from Agency wide supply    | If he              |
| orders them now they       | will arrive 25X    |
| shows our revision to      | When he            |
| dollars involved           | the couple hundred |
| That will leave the        | , 0/c 300 for      |
| Office and Title           | help considerably  |
|                            |                    |

25X1A9A 25X1A9A

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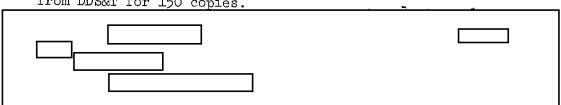
15 March 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Revision of DCI Chapter in Correspondence Guide

1. In March 1972 the Records Staff undertook to update and reprint the Correspondence Handbook to satisfy a request from DDS&T for 150 copies.

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- 3. On Monday, 13 March 1972 at 3 p.m. I met with Elizabeth and we reviewed the newly revised draft of the Correspondence Guide. She noted and requested:
  - a. Please indicate that there is never a courtesy copy with a letter. (This was done in paragraph llla and lllb)
  - b. Delete the word "Transmittal" from Exhibit 7. Just use "Memorandum For" (Paragraph 117 and Exhibit 7 were changed to cover this.)
  - c. In the DCI Area they are using less courtesy copies but cannot discontinue them completely. There usually is one with a memorandum but not with a letter. And yet, some memos do not need courtesy copies. (She allowed that it would be impossible to make an overall statement for a guide. She said they can easily remove the copy when it is not needed, so let them come with the memos.)
  - d. The Director uses "My Dear Mr. President" and "My Dear Mr. Senator (Surname)", "My Dear Mr. Congressman (Surname)", or "My Dear Mr. Chairman." (A note was added at the end as Chapter V to cover this).
  - e. The Director sometimes uses the first name in his salutation and "Cordially" in his closing. (She said it would be impossible to list who these cabinet and other officers are for such special instructions therefore, she asked us to retain paragraph 114 which Approved For Release 2003/08404 RCI GERPTAL 00005 RODO 2000 60012-4

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| f. Emphasize that the dates should be left off until it is signed (Paragraph 113 was underscored for emphasis).  | 25X1A9A |
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| examined the rest of the Guide making various observations about the difficulty of issuing guidance that was always applicable without exception. She had no proposals or requests to make in other sections.  | ZONTAGA |
| 5. I specifically indicated the Guide introduction and foreword with their recommendation that personnel use the Government Correspondence and Printing Manuals for reference.  had no objection to this. I showed her the deletion of ten pages of details (41-50) with reference to the Government Manual and she had no objection to these either.  | 25X1A9A |
| 6. The introduction and Foreword were given to for review and he asked us to insert the words "use of the discontinued" so as not to imply that this HB had used regulatory power to discontinue a Handbook.   | 25X1A9A |
| 7. coordinated on the forms involved and each was updated.   | 25X1A9A |
| CIA Records Administration Officer   | 25X1A9A |
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